New standalone installation

Applies to:

NBS Building, NBS Engineering Services and NBS Landscape.

1. If you have downloaded the product, ensure that the zipped download folder is saved locally on your machine (e.g. Desktop/Downloads Folder), **unzip** the folder and run **NBSBuild.exe** from the extracted files.

2. If you have a product CD place it into the PC. If autorun is enabled, you should be presented with the NBS Welcome Screen. If autorun is not enabled on your PC, in Computer, click on the drive that contains the CD and run **NBSBuild.exe.**

3. When the NBS welcome screen opens, click on Install or upgrade.

4. Click Install now under Standalone.

5. Click Next.

6. If your computer does not have the Microsoft .NET framework 2.0 already installed, you will be prompted to install it; select Install. This is required by NBS. You may be prompted to restart your machine during this process, and if prompted, you must do so before continuing with the installation.

7. Once the Microsoft .NET Framework 2.0 has been installed, the NBS installation will resume and the installation wizard will appear. Click Next

8. Carefully read the Terms and Conditions and select Accept to continue to the next step of the installation. If you choose not to accept the terms and conditions, you will exit the installation wizard. Click Next.

9. Enter details of your user name and organisation into the installation wizard (this is not related to your user login name in NBS). Choose to install the software so that it can be accessed by any user on the computer or restrict the software to the account that is logged on to the machine at the time of installation. Note: choosing to restrict access to a single account will prevent other users from accessing the software if they log on to the machine with a different Windows user account. Click Next.

10. You will be prompted for the location where you would like to install the software. The default location is C:\Program Files\NBS\. Click Next to accept the default location or click on the Change... button to browse to a different folder on the local machine. Click Next to continue.

11. When prompted to select a location for the libraries, select On the Local PC/ Client Machine and click Next.

12. When you have selected your preferences the installation process can begin. Click Install to begin the installation
or use the Back button to review or change your installation settings.

13. NBS will now be installed onto the machine; this process may take several minutes.

14. Once this process has finished, click Finish to complete the wizard.

15. On completion of the installation, you can launch the program from the desktop shortcut or from the All Programs menu.

Licensing

How to licence the software – Standalone licence

Upgrades and reinstallations will automatically connect to the existing standalone licence when opening the software.

The following steps are only required for new installations.

1. Once installed, the software must access a valid licence.

2. To create a new licence, open NBS.

3. Select Standalone User and click Next.

4. Contact the NBS Customer Services team on **0345 456 9594** with your request code and we will issue your unlock code to activate the software.

How to licence the software – Network licence

When completing the first installation of NBS onto a new network, a client machine should be used to create the network licence. The other client machines can then point to that network licence.

Creating a network licence

Once installed, the software must access a valid licence. To create a new licence:

1. Open NBS.

2. Select Network User and click Network.

3. You will then need to choose the location where the licence is to be stored on your network: the location should be shared and accessible from all client machines.

4. Once you have chosen the location, click Next.

5. Click Yes on the message box to create a new licence.

6. Contact the NBS Customer Services team on **0345 456 9594** with your request code and we will issue your unlock code.

Pointing to an existing network licence

1. If you have already unlocked a network licence, open the software, select **Network User** and click **Next.**

2. Browse to the location where your licence is stored.

3. Once you have a chosen the location, click Next and the licence will be picked up on the network.

Setup and Configuration

You can tailor your software configuration from within the **Tools > My Settings** menu.

Create backup files

NBS offers the option to automatically create a backup of your documents, taking a backup of the last successful save. The backup file will be created in the same directory as the original document, named 'backup of <original document name>.bak.
In the event that a problem arises with your machine, network or document (for example if your network connection fails), you can change the file extension from .bak to the same extension as your original file to recover your work inside NBS.

Prompt to save every XX minutes

NBS can be set to automatically save your work on a regular basis. To activate the Autosave feature, check the box. To alter the amount of minutes between each save, select the up and down arrows to increase or decrease the amount of time.

Support

If you require technical assistance from NBS, the NBS Software Support team are available from 9 a.m. until 5 p.m. Monday to Friday (excluding UK Bank Holidays) as follows:

Telephone Support: **0345 456 9594 option 3**

Email Support: **support@theNBS.com**

Product knowledgebase: **www.theNBS.com/support**